

Oklahoma Western District Electronic Payment of Court Fees through CM/ECF Filing Events Procedures Guide

Effective January 14, 2014, secure online payment of certain court fees may be made through one of several of the following CM/ECF filing events, using the U.S. Treasury's Pay.gov system:

New civil case (\$400) Event - Other Filings>Payment for Civil Complaint
Motion to Appear Pro Hac Vice (\$50 per attorney) Event - Motions>Appear Pro Hac Vice
Notice of Appeal (\$505) Event - Appeal Documents>Notice of Appeal

NOTE: Only these events/fees may be used for electronic payment through Pay.gov. All other court fees, such as criminal restitution payments, fines, copy costs, search fees, etc. must be made at the Clerk's office, either by mail, by phone, by courier, or in person.

Using Pay.gov

Overview:

The first time you electronically pay fees, the filer will be prompted to provide credit card information. This will include the 3-digit security code. The Pay.Gov system should remember the information for future filings.

If you do not receive the Pay.gov screen, you may have a pop-up blocker that is not permitting Pay.gov to load. In Internet Explorer, select TOOLS -> Pop-up Blocker -> Pop-up Blocker settings. In the "Address of website to allow" insert "uscourts.gov" and select ADD. Also add "https://www.pay.gov" and click OK.

Here's another reason Pay.gov may not be loading - your internet memory cache needs to be cleared to remove retained temporary Internet files.

Pay.gov allows the filer to indicate an e-mail address for transmission of the receipt. This email address may be different from the filer's, for instance, the finance person in the firm may receive copies of credit card transaction receipts. The e-mail address is not a required field; therefore, if it is left blank, no receipt will be e-mailed.



During the docketing process, you may be asked questions to determine if payment is required. Answer and then select “**Next.**”

Appeal Documents
5:11-cv-00005-DLR Smith v. Social Security Administrator

Do you have in forma pauperis status for this appeal?

or

Are you requesting in forma pauperis status for this appeal?

or

Are you filing this appeal on behalf of the USA?

☐ Yes
☒ No

You will be given the choice to pay electronically or by other means. Enter “Y” or “N.”

Would you like to pay by credit card Y/N?

Select “N” to pay at the court clerk’s office.

Verify the fee amount, then select “**Next.**”

Fee: \$505

You will receive the payment processing screen. Complete the top section to pay by electronic check.



System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: attorney1 *

Payment Amount: \$505.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

026946763 9243767390 1234

Payment Date: 01/06/2014

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

[Continue with ACH Payment](#)

[Cancel](#)

Complete the bottom section to pay by plastic card.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: attorney1 *

Payment Amount: \$505.00

Billing Address: 1234 Law Lane *

Billing Address 2:

City:

State / Province:

Zip / Postal Code: 73102

Country: United States *

Card Type: *



Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#)

[Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

CAUTION! Do not use the web browser's "Back" button once you have entered the ACH or credit/debit card billing information. Doing so may result in incomplete data being transmitted, or in duplicate Pay.gov transactions.



If you selected the link “[Return to your originating application](#),” you will be given an error screen. If you entered any information in the payment area, you may be billed. You will receive the following error message:

Docketing of this event cannot continue because you have either chosen to cancel or quit the payment process. You must docket the event again by returning to the Civil or Criminal Events menu.
(If you did not click either Quit or Cancel, please contact the card issuer before attempting to docket the event again.)

Confirm the ACH or credit/debit card billing information, authorize payment, and enter an (optional) e-mail address for confirmation, then select “**Submit Payment.**”

***Hint:** The email address does not need to be your email address. You may want to use an email address of your financial or accounting department. The “CC:” text box allows you to enter multiple email addresses separated by a comma.

Online Payment[Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Account Holder Name: attorney1
Payment Amount: \$455.00
Account Type: Business Checking
Routing Number: 303085230
Account Number: *****9999
Check Number: 999
Payment Date: 08/28/2013

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.
Email Address: karen_worth@okwd.uscourts.gov
Confirm Email Address: karen_worth@okwd.uscourts.gov
CC: rhonda_reynolds@okwd.uscourts.gov, andrew_leasau@okwd.uscourts.gov Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *
I agree to the authorization and disclosure language. ☒ *
Authorization and Disclosure--Consumers and Businesses
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.
I. Consumers
A. Authorization
You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.
[View Authorization and Disclosure in a separate window.](#)
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

NOTE: Failing to mark the “Authorization and Disclosure” agreement checkbox results in an error message.



If necessary, select the “**Cancel**” button, then start the filing event over again.

Selecting the “**Submit Payment**” button completes the Pay.gov transaction.

WARNING: Pressing the “Submit Payment” button more than once may result in multiple payments.

Appeal Documents
5:11-cv-00005-DLR Smith v. Social Security Administrator CASE CLOSED on 03/11/2013

Docket Text: Final Text
NOTICE OF APPEAL as to [5] Order by Johnny Smith. Filing fee \$ 455, receipt number 1087-156245. (attorney1,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

The resulting docket entry text includes the Pay.gov receipt number.

Selecting “**Next**” commits the filing event and generates the Notice of Electronic Filing (NEF).

Further information can be found in the court’s [CM/ECF & Pay.gov Electronic Payments Frequently Asked Questions](#).

For help with technical problems using the e-filing events with Pay.gov functions or payments made in error, contact the court’s CM/ECF Help Desk at (888) 609-6593 or (405) 609-5555, or by e-mail at helpdesk@okwd.uscourts.gov.

If you need to file a request for refund of a payment made in error, please complete the [form](#) found on the website, file it in the case and send a proposed order to the Judge’s email box.

